

DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

SENIOR LAND AGENT (SUPERVISORY) OPEN SPOT - SACRAMENTO

FINAL FILING DATE	FEBRUARY 28, 2013 Applications (STD 678 Rev. 6/2010) must be postmarked or submitted in person no later than the final filing date. Applications postmarked, or personally delivered after the final filing date will not be accepted for any reason. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.			
WHO SHOULD APPLY	This is an open examination. Applications will not be accepted on a promotional basis.			
HOW TO APPLY	You must submit the Examination Application (STD 678 Rev. 6/2010) by the final filing date, FEBRUARY 28, 2013. Submit the completed Examination Application by mail or in person.			
	MAILING ADDRESS:	OR	SUBMIT IN PERSON:	
	Department of Water Resources		Department of Water Resources	
	P.O. Box 942836		1416 9 th Street, Room 320	
	Sacramento, CA 94236-0001		Sacramento, CA 95814	
IDENTIFICATION REQUIRED	Profile". Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.			
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.			
SALARY RANGE	\$5,441 - \$6,613			
ELIGIBLE LIST INFORMATION	An open eligible list will be established in Sacramento County for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.			
EXAMINATION DATES	WRITTEN TEST DATE: MARCH 23, 2013			
	The entire examination will consist of a written test.			
REQUIREMENTS FOR ADMITTANCE	NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, FEBRUARY 28, 2013.			
TO THE	1 EDITORITI 20, 2013.			
EXAMINATION	than one pattern and are distinguished	l as "Either" I, "or" II,	pasis if the requirements stated below include more "or" III, etc. For example, candidates possessing of Pattern I, and additional experience amounting to	

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Two years of experience in the California state service performing the duties of a class comparable in level of responsibility to an Associate Land Agent.

Or II

Experience: Four years of experience in the acquisition of real property or rights of way for public use, including at least two years of experience in the independent appraisal or negotiation for acquisition of major and complex real properties involving large sums, condemnation, damages, special use, and similar complicating factors.

and

Education: Equivalent to graduation from college. (Additionally qualifying experience or experience in real property management, title work, or in real estate practice may be substituted for the required education on a year-for year basis.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

BULLETIN RELEASE DATE: FEBRUARY 8, 2013 FINAL FILING DATE: FEBRUARY 28, 2013

POSITION DESCRIPTION Under general direction to supervise the work of a staff engaged in appraisal and negotiation work for the acquisition of real property and rights of way to apply statewide quality standards in reviewing property acquisition and right-of-way work and to do other related work. Positions exist in Sacramento with the Department of Water Resources. This examination will consist of a Written Test— Weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the written test. COMPETITORS WHO DO NOT APPEAR

SCOPE OF EXAMINATION

WRITTEN TEST – WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Laws pertaining to real property and rights-of-way acquisition.

FOR THE WRITTEN TEST WILL BE DISQUALIFIED.

- 2. Real property appraisal and negotiation principles, practices, and procedures.
- 3. Policies, procedures, and practices of land acquisition in the California state service.
- 4. Legal procedures and documents involved in real estate transactions.
- 5. Real property values and the effect of economic trends on property values.
- 6. Principles of personnel management and effective supervision.
- 7. Department's Equal Employment Opportunity objectives.
- 8. A manager's role in the Equal Employment Opportunity and the processes available to meet equal employment opportunity objectives.

B. Ability to:

- 1. Direct the work of a staff.
- 2. Conduct successful negotiations with property owners.
- 3. Make accurate appraisals of real property including the appraisal of severance and consequential damage.
- 4. Analyze situations accurately and adopt and effective course of action.
- 5. Speak effectively and appear in court as a responsible and competent witness.
- 6. Write clear and concise reports.
- 7. Effectively contribute to the department's affirmative action objectives.

SPECIAL PERSONAL CHARACTERISTICS	Sales ability and ability to make effective oral presentations before the public.
VETERANS PREFERENCE	Veterans Preference Credit will not be granted in this examination, as it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, California Human Resources (CalHR), the CalHR website at: www.jobs.ca.gov, and click "My Profile".

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not

assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work

cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Framination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) service wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel officers or at the Information Counter of State Personnel Board offices.

Devices for Communications Impairment

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Laura Franco at (916) 653-5803.

O (Rev 2/13)